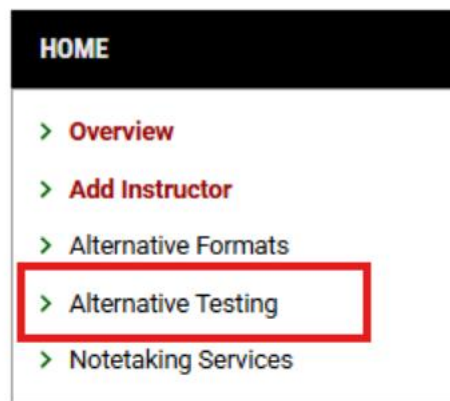


# How to Upload Exams to the OAS Portal

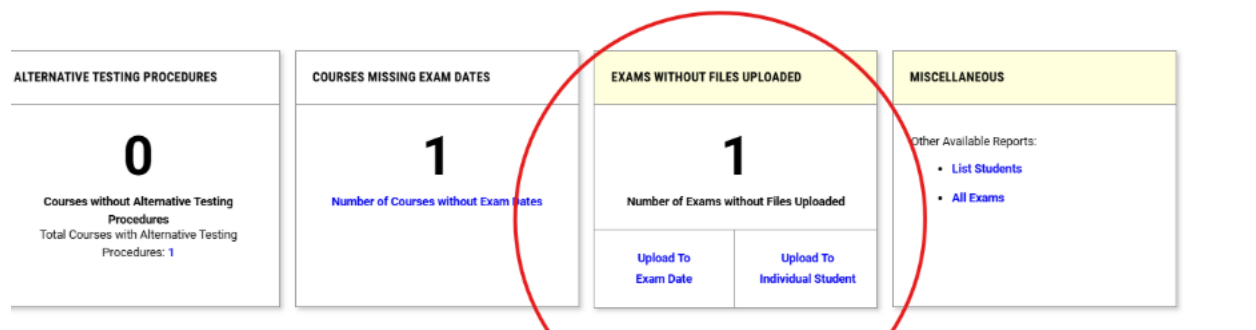
## Upload an Exam for an **Individual Student**

**Best used for – individual students, smaller groups, and make-up exams**

1. Log in to the [OAS Portal](https://whitney.accessiblelearning.com/FSU)- <https://whitney.accessiblelearning.com/FSU>
  - If you have not already, review and accept the FERPA confidentiality statement on the Instructor Authentication Page.
2. Navigate to "**Alternative Testing**" in the left Navigation Panel



3. In the "Exams without Files Uploaded" section, select "**Upload to Individual Student**"



4. A table will load listing all students scheduled for exams with OAS. **Check the box next to the individual student's exam entry.**

Records Found: 1 (Showing: 1 - 1)

Show Per Page: 2000Page: 1

| <input type="checkbox"/>            | Status   | Detail                 | CRN    | Subject | Course | Section | Full Name    | Type | Exam Date  | Time Range               | Campus                    | Late | Proctor      | Location  |
|-------------------------------------|----------|------------------------|--------|---------|--------|---------|--------------|------|------------|--------------------------|---------------------------|------|--------------|-----------|
| <input checked="" type="checkbox"/> | Approved | <a href="#">Detail</a> | 123456 | FKE     | 5555   | 0003    | Steve Rogers | Test | 09/04/2026 | 10:00 AM - 11:15 AM (75) | Main Campus - Tallahassee |      | Not Assigned | Main Room |

- Further down the page, navigate to the Upcoming Exam File Upload section and select "**Choose File.**"

**STEP 2: SELECT AVAILABLE OPTIONS**

**Note:** Required fields are marked with an asterisk (\*).

**UPCOMING EXAM FILE UPLOAD**

Please select **at least one exam** from the table above. Any exams uploaded through this method will only apply to the selected exams.

Title Or Exam File Note:

Select File\* ?:

Choose File

No file chosen

UPLOAD FILE >

**EXPORT SELECTED OR ALL UPCOMING EXAMS**

EXPORT EXAM DATA >

- Select the exam document (PDF or Word doc) from your computer and enter a descriptive title (e.g., *Exam 1 - Version A*). Then select "**Upload File**".
  - Once the exam is uploaded, a View Files tab will appear under "Approved" in that student's row of the table. You can confirm the correct file was uploaded by selecting that tab. **NOTE:** Only the instructor and OAS staff can see these files.

Records Found: 1 (Showing 1 - 1) Show Per Page: 2000 Page: 1

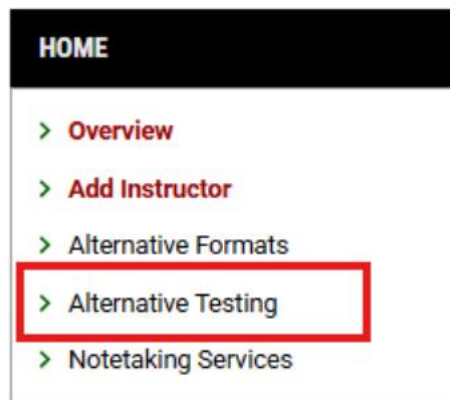
|                          | Status   | Detail                 | CRN    | Subject | Course | Section | Full Name                    | Type | Exam Date  | Time Range               | Campus                    | Late | Proctor      | Local     |
|--------------------------|----------|------------------------|--------|---------|--------|---------|------------------------------|------|------------|--------------------------|---------------------------|------|--------------|-----------|
| <input type="checkbox"/> | Approved | <a href="#">Detail</a> | 123456 | FXE     | 5555   | 0003    | <a href="#">Steve Rogers</a> | Test | 09/04/2026 | 10:00 AM - 11:15 AM (75) | Main Campus - Tallahassee |      | Not Assigned | Main Room |

☐ **View Files**

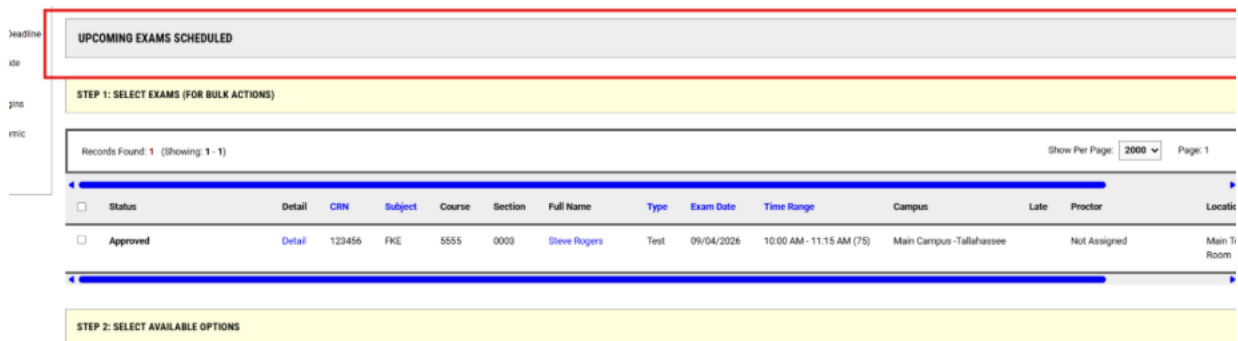
## Upload an Exam for **Multiple** Students – "Bulk Upload"

**Best used for – larger classes all testing at the same time; multiple exam versions**

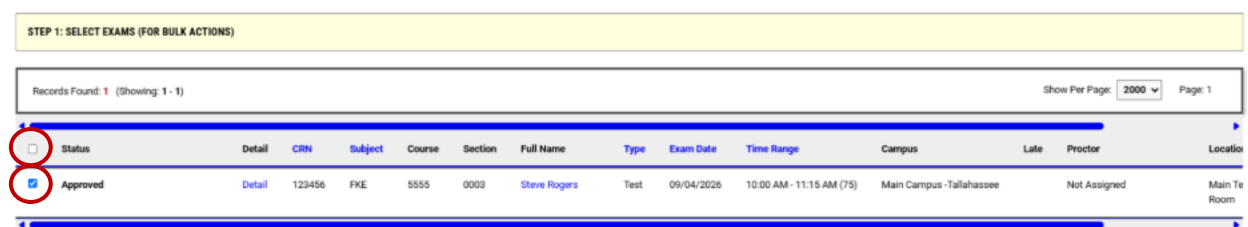
1. Log in to the [OAS Portal](https://whitney.accessiblelearning.com/FSU)- <https://whitney.accessiblelearning.com/FSU>
  - If you have not already, review and accept the FERPA confidentiality statement on the Instructor Authentication Page.
2. Navigate to "**Alternative Testing**" in the left Navigation Panel



3. Navigate to the **Upcoming Exams Scheduled** section.



4. Under the Batch Action section (labeled **Step 1: Select Exams**), check the box next to each student's name who is scheduled to take **that specific exam** for your course. If the exam should be taken by all students, check the box above the list.



5. Navigate to the upload module (labeled **Step 2: Select Available Options**). In the **Upcoming Exam File Upload** section, select "**Choose File**."

STEP 2: SELECT AVAILABLE OPTIONS

**Note:** Required fields are marked with an asterisk (\*).

UPCOMING EXAM FILE UPLOAD

Please select **at least one exam** from the table above. Any exams uploaded through this method will only apply to the selected exams.

Title Or Exam File Note:

Select File \* ?

Choose File

No file chosen

UPLOAD FILE >

EXPORT SELECTED OR ALL UPCOMING EXAMS

EXPORT EXAM DATA >

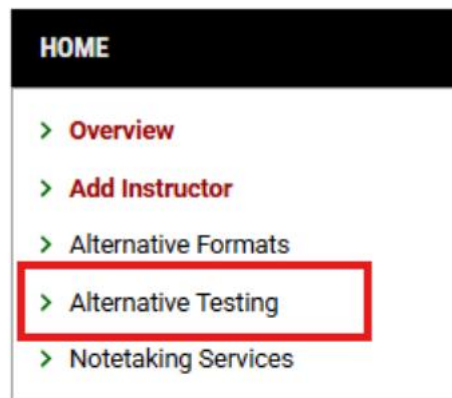
6. Select the exam document (PDF or Word doc) from your computer and enter a descriptive title (e.g., *Exam 1 - Version A*). Then select "**Upload File**".
7. Once the exam is uploaded, a View Files tab will appear under "Approved" each selected student's row of the table. You can confirm the correct file was uploaded by selecting that tab. **NOTE:** Only the instructor and OAS Staff can see these files.

## Alternative Method: Upload by **Exam Date**

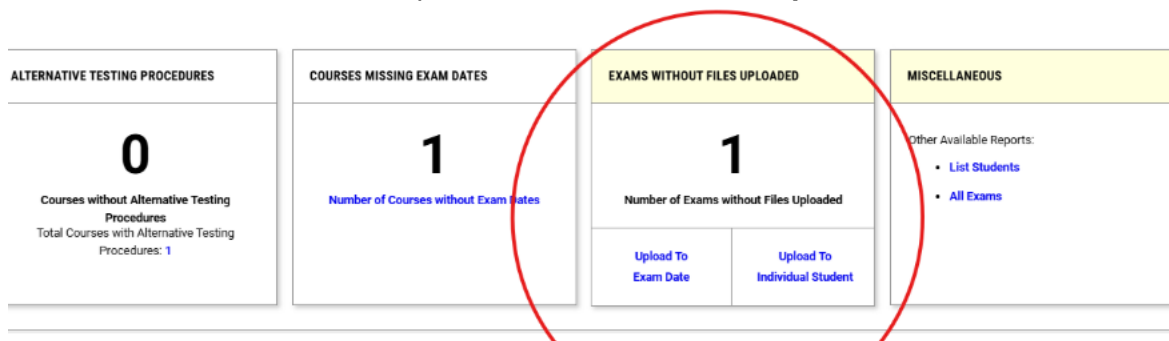
**Best used for-** Exams being taken on a specific date or uploading exams before students have scheduled.

**(NOTE: this method requires that you have established Alternative Testing Procedures and listed the exam dates in the OAS Portal)**

1. Log in to the [OAS Portal](https://whitney.accessiblelearning.com/FSU)- <https://whitney.accessiblelearning.com/FSU>
  - If you have not already, review and accept the FERPA confidentiality statement on the Instructor Authentication Page.
2. Navigate to "**Alternative Testing**" in the left Navigation Panel



3. In the "Exams without Files Uploaded" section, select "**Upload to Individual Student**"



4. A table will load listing all scheduled exam dates. **Select "Modify" for the exam you are uploading.**

| STEP 1: SELECT EXAM DATES (FOR BULK ACTIONS) |        |           |        |        |         |        |         |      |            |        |           |
|----------------------------------------------|--------|-----------|--------|--------|---------|--------|---------|------|------------|--------|-----------|
| Records Found: 1 (Showing: 1 - 1)            |        |           |        |        |         |        |         |      |            |        |           |
| Show Per Page: 2000 Page: 1                  |        |           |        |        |         |        |         |      |            |        |           |
| <input type="checkbox"/>                     | Modify | Duplicate | Delete | CRN    | Subject | Course | Section | Type | Exam Date  | Length | Scheduled |
| <input type="checkbox"/>                     | Modify | Duplicate | Delete | 123456 | FKE     | 5555   | 0003    | Test | 09/03/2026 | 50     |           |

5. Select "**Upload Exam**"
6. Navigate to the "Upload Additional Exam File" section, and select "**Choose File.**"

**Note:** Required fields are marked with an asterisk (\*).

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**EXAM DETAIL**

Type\*:

Date\*:  

**Hint:** Enter date in the following format Month/Day/Year (i.e. 12/31/2026).

Approval Grace Period:

**UPLOAD ADDITIONAL EXAM FILE**

**Note:** Exam files can be added on a continual basis.

Title Or Exam File Note:

Select File: ?

No file chosen

7. Select the exam document (PDF or Word doc) from your computer and enter a descriptive title (e.g., *Exam 1 - Version A*). Then select "**Upload Exam**".
  - This applies the exam document to all students scheduled for that exam on the specified date. **NOTE:** Only the instructor and OAS Staff can see these files.